

CONFIDENTIAL

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RESTRICTED15 November 1946

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rescinded by
9/26/48CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE ORDER NO.STAND-BY OFFICERS

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1. The elimination of night duty officers requires the establishment of stand-by officers to receive important telephone calls and to perform other duties during off-duty hours (1700 to 0800 hours each day). A stand-by officer and an alternate stand-by officer will be detailed for each period.

2. The Executive for Personnel and Administration will publish, each month, a list of stand-by officers which will indicate the names, home addresses and home telephone numbers of stand-by officers to serve during the month.

3. Telephone calls from other Government departments, including G-2, ONI, State Department, FBI, and other sources, will be directed to Executive 6115. The telephone operator on duty upon receipt of a call will make an effort to reach the person desired. Failing at this, she will call one of the stand-by officers and upon reaching one of the stand-by officers will direct the call to his home telephone number. Calls from duty officers of the War and Navy Departments will be directed to a C.I.G. stand-by officer. The operator will make a note of the call and will report to the Chief Operator the time that the call was received, the name of the person calling, his telephone number, and the stand-by officer to whom the call was directed. The Chief Operator will forward a report to the Chief, Communications Division, Personnel and Administration Branch, who in turn will forward the report to the Executive for Personnel and Administration.

4. The duties of the stand-by officers are as follows:

a. Both stand-by officers will remain at their residences available for telephone communication. The stand-by officer will leave his residence only in the event of a real personal emergency or on official C.I.G. business. In either event both the alternate stand-by officer and the C.I.G. telephone operator (EX 6115) must be notified by the stand-by officer. The alternate stand-by officer will take over while the stand-by officer is away.


b. Receive telephone calls during off-duty hours and in the

document, will arrange immediately upon receipt of the call to pick up the message or document at the place indicated, notify alternate and C.I.G. telephone operator, and examine the contents of the message. Upon picking up a message or document the stand-by officer will return to his office in C.I.G. and will make such contacts as are necessary to complete the immediate action required. Upon completion of such action the message or other document will be filed in a safe place, in accordance with existing security regulations. In all instances on an urgent matter the Executive to the Director will be called. Failing to reach the Executive to the Director one of the Assistant Directors should be reached. The telephone numbers will be available by calling the telephone operator at EXecutive 6115.

c. Government transportation will be available for stand-by officers for the purpose of carrying out these duties and may be obtained by calling EXecutive 6115, extension 2284.

d. Stand-by officers will not be required to make reports except in those cases where telephone calls have been received or other duties performed, in which case a detailed report by the stand-by officer receiving the call must be made to the Executive for Personnel and Administration.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Colonel, GAC
Executive for Personnel
and Administration

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RESTRICTEDCENTRAL INTELLIGENCE AGENCY
Washington, D. C.*Rescinded*
by [redacted]
7/27/48

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MEMORANDUM
[redacted]

26 September 1947

SUBJECT: Duty Officers

(This Memorandum rescinds CIG
and CIG Administrative Order [redacted])dated 19 May 1947,
November 1946.)

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1. For the purpose of handling urgent matters which may arise during off-duty hours, the following assignments and procedures will be followed:

a. Duty Officers.

(1) The Personnel Branch, A&M, will publish monthly duty rosters of Executive and CIA duty officers with home addresses and telephone numbers. Separate rosters will be maintained for Saturday, Sunday and holiday duty.

(2) Executive duty officer roster will be comprised of employees of the Executive Offices and ICAPS, in grades P-6, CAF-12 and higher, located in [redacted] Building, and all Assistant Directors, Deputy Assistant Directors, the General Counsel and Assistant General Counsels.

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(3) CIA duty officer roster will be comprised of all other CIA employees in grades of P-5, CAF-12, and above.

(4) Any exchanges in assigned dates desired for personal convenience can be effected by mutual agreement with another duty officer and notification to the Personnel Branch (extension 561) of the change.

b. Executive Duty Officers.

The Executive duty officer will remain available for call at his residence, notifying the CIA duty officer and CIA telephone operator in the event of the necessity to leave his residence for an emergency or in conjunction with CIA official business.

c. CIA Duty Officers (Effective 1 November 1947)

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(1) CIA duty officers will report Monday through Friday to Room 7135 [redacted] Building, at 1630 and remain on duty until 1800; and Saturdays, Sundays and holidays from 0830 to 1700.

(2) A clerical assistant, in grade CAF-6 or below, will be available from 0830 to 1700 in Room 7135 [redacted] on Saturdays, Sundays and holidays, to provide necessary stenographic assistance. The clerical duty roster will be prepared and published by the Personnel Branch, A&M.

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(3) The CIA duty officer, after leaving the office, will proceed to his residence and remain available until 0800 to take all incoming calls for CIA, taking such action as is required. Where necessary he will contact the Executive duty officer or a representative of the particular office concerned. In the event neither of the above is available, he will contact any person on the list of those authorized to serve as Executive duty officers. In the event of a call requiring delivery of a message or document, he will arrange immediately to pick-up the message or document, examine the contents, and complete any required immediate action. Upon completion of such action the message or document will be filed in a secure location, in accordance with CIA Security Regulations.

(4) The CIA duty officer-assigned for Saturday, Sunday, or holiday duty will report to the Personal Assistant to the Director, Room 7135, on Friday preceding duty day, or the day before holiday duty, to receive any special instructions.


(5) A duty officer's log will be prepared and kept in Room 7135 containing further detailed instructions, including a permanent list of persons in individual offices who can be contacted with regard to matters affecting that office. Each Assistant Director and staff chief will submit to the Personal Assistant to the Director immediately a list of not to exceed six individuals assigned to his activity who can be contacted, if necessary, on official matters outside of office hours. Changes will be reported whenever appropriate.

(6) All civilian personnel who are detailed for Saturday, Sunday and holiday duty may be given compensatory time off or paid overtime, in accordance with the provisions of OIG Administrative Order No. 33, dated 13 November 1946.

2. Telephone Service. The night telephone operator on duty, upon receipt of a call, will endeavor to reach the person desired. If this is impossible, and the call is official, she will record the name and telephone number of the person calling and inform the CIA duty officer. This record, including the time the call was received, and the duty officer to whom the call was referred, will be reported to the chief operator the following morning. The chief operator will maintain a file of these reports in her office.

3. Transportation. Government transportation will be available to duty officers when necessary in the performance of their duty, and may be obtained by calling Executive-6115, extension 2294.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Executive for
Administration and Management

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ATTACHMENTS: None

DISTRIBUTION: All CIA Employees

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CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE ORDERSTAND-BY OFFICERS

1. The elimination of night duty officers requires the establishment of stand-by officers to receive important telephone calls and to perform other duties during off-duty hours (1700 to 0800 hours each day). A stand-by officer and an alternate stand-by officer will be detailed for each period.

2. The Executive for Personnel and Administration will publish, each month, a list of stand-by officers which will indicate the names, home addresses and home telephone numbers of stand-by officers to serve during the month.

3. Telephone calls from other Government departments, including G-2, ONI, State Department, FBI, and other sources, will be directed to EXecutive 6115. The telephone operator on duty upon receipt of a call will make an effort to reach the person desired. Failing at this, she will call one of the stand-by officers and upon reaching one of the stand-by officers will direct the call to his home telephone number. Calls from duty officers of the War and Navy Departments will be directed to a C.I.G. stand-by officer. The operator will make a note of the call and will report to the Chief Operator the time that the call was received, the name of the person calling, his telephone number, and the stand-by officer to whom the call was directed. The Chief Operator will forward a report to the Chief, Communications Division, Personnel and Administration Branch, who in turn will forward the report to the Executive for Personnel and Administration.

4. The duties of the stand-by officers are as follows:

a. Both stand-by officers will remain at their residences available for telephone communication. The stand-by officer will leave his residence only in the event of a real personal emergency or on official C.I.G. business. In either event both the alternate stand-by officer and the C.I.G. telephone operator (EX 6115) must be notified by the stand-by officer. The alternate stand-by officer will take over while the stand-by officer is away.

b. Receive telephone calls during off-duty hours and in the event of a call regarding the delivery of a message or other

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Remains in effect until cancelled or superseded by, 416 memo dated 20 June 47.

document, will arrange immediately upon receipt of the call to pick up the message or document at the place indicated, notify alternate and C.I.G. telephone operator, and examine the contents of the message. Upon picking up a message or document the stand-by officer will return to his office in C.I.G. and will make such contacts as are necessary to complete the immediate action required. Upon completion of such action the message or other document will be filed in a safe place, in accordance with existing security regulations. In all instances on an urgent matter the Executive to the Director will be called. Failing to reach the Executive to the Director one of the Assistant Directors should be reached. The telephone numbers will be available by calling the telephone operator at EXecutive 6115.

c. Government transportation will be available for stand-by officers for the purpose of carrying out these duties and may be obtained by calling EXecutive 6115, extension 2284.

d. Stand-by officers will not be required to make reports except in those cases where telephone calls have been received or other duties performed, in which case a detailed report by the stand-by officer receiving the call must be made to the Executive for Personnel and Administration.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Colonel, C.I.C.
Executive for Personnel
and Administration

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15 November 1946

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CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE ORDER

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STAND-BY OFFICERS


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4. The duties of the stand-by officers are as follows:
 - a. *Insert ** ~~To always be available for telephone communication at their residence. Night duty officers must remain at their residence on a duty night, and should only leave in the event of a real personal emergency or on official CIG business. In either event both the alternate duty officer, and the CIG telephone operator (EX 6115) must be notified by the duty officer.~~ *The stand-by officer will take prep while the stand-by officer is away.*

b. Receive telephone calls during off-duty hours and in the event of a call regarding the delivery of a written message or other document, will arrange immediately upon receipt of the call to pick up the message or document at the place indicated, notify alternate and CIG telephone operator, and examine the contents of the message. Upon picking up a message or document the stand-by officer will return to his office in C.I.G. and will make such contacts as are necessary to complete the immediate action required. Upon completion of such action the message or other document will be filed in a safe place, in accordance with existing security regulations. In all instances on an urgent matter the Executive to the Director will be called. Failing to reach the Executive to the Director one of the Assistant Directors should be reached. The telephone numbers will be available by calling the telephone operator at EXecutive 6115.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Colonel, CAC
Executive for Personnel
and Administration

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X a Both stand-by officers will
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for telephone communication.

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15 November 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Colonel, C.I.C.
Executive for Personnel
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EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Colonel, C.I.G.
Executive for Personnel
and Administration

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15 November 1946

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CENTRAL INTELLIGENCE GROUP

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C.I.G. ADMINISTRATIVE ORDER [REDACTED]

DESIGNATION OF CHAIRMAN AND MEMBERS OF PERSONNEL REVIEW COMMITTEE

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1. Pursuant to C.I.G. Administrative Order [REDACTED] Subject:
"Establishment of Personnel Review Committee", the following designations are
hereby made:

Chairman -

Member -

Member -

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2. Alternates for the above will be designated informally to
the Chairman of the Personnel Review Committee as the occasion requires.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]
Colonel, CAC
Executive for Personnel and Administration

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CELED OR SUPERSEDED